

FY10 *JESO Training Class Schedule (as of 12 Jan 10)

These are TENTATIVE and subject to change without notice.

The separate COURSE ANNOUNCEMENTS will be published with detailed course information and nomination procedures before the beginning of the nomination period. Each Course announcement will be distributed to USARJ, USAG-J, and the installation partners via email to respective Unit Training Coordinators, and will be posted on the USARPAC-Japan Public Folder "Training Announcements."

Course Date	Length	Tuition	Course Title	Location	Training Source	Request Form	Deadline
5~6 Nov 09	2 days	Free	Assertive Communication	Rm H103, Bldg102, Camp Zama	JESO, DHR, USAG-J	SF 182	2 Oct 09
10 Nov 09	3 hours	4,000 yen	TOEIC IP Test	VID Conf Rm, Bldg 125 Camp Zama	The Institute for International Business Communication, Tokyo, Japan	SF182	20 Oct 09
	2 hours	2,835 yen	TOEIC Bridge (Introductory-Elementally)				
16~20 Nov 09	5 days	Free	Basic Supervisor Development Course	Rm H103, Bldg102, Camp Zama	JESO, DHR, USAG-J	SF 182	15 Oct 09
9~11 Dec 09	3 days	Free	Professional Development for MLC/IHA Employees	Rm H103, Bldg102, Camp Zama	JESO, DHR, USAG-J	SF 182	6 Nov 09
14~15 Jan 10	2 days	Free	New Employee Orientation for MLC/IHA Employees	Rm H103, Bldg102, Camp Zama	JESO, DHR, USAG-J	SF 182	4 Nov 09
22 Jan 10	1 day	Free	**Administration of MLC/IHA Employees	Rm H103, Bldg102, Camp Zama	JESO, DHR, USAG-J	SF 182	6 Jan 10
3~5 Feb 10	3 days	Free	Advanced Supervisor Development Course	Rm H103, Bldg102, Camp Zama	JESO, DHR, USAG-J	SF 182	15 Jan 10
25~26 Feb 10	2 days	Free	Assertive Communication	Rm H103, Bldg102, Camp Zama	JESO, DHR, USAG-J	SF 182	29 Jan 10
1 Mar~21 Jun 10/Mon&Thu (12 weeks/4-hour Class)		65,000 yen	General English Introduction (Introductory-Elementary)	Rm H109 Bldg 102 Camp Zama	Inter Group	SF182	29 Jan 10
1 Mar~21 Jun 10/Mon&Thu (12 weeks/4-hour Class)		65,000 yen	General English Intermediate (TOEIC 550~695)			SF182 and TOEIC Score Certification	
2 Mar~ 3 Aug 10/Tue (20 weeks/2-hour Class)		55,000 yen	Advanced Native Discourse (TOEIC 800 and above)				
3 Mar~30 Jun 10/Wed&Fri (12 weeks/4-hour Class)		65,000 yen	General English Basic (TOEIC 400~545)				
3 Mar~30 Jun 10/Wed&Fri (12 weeks/2-hour Class)		65,000 yen	General English Advanced (TOEIC 700-850)				
17 Mar 10	3 hours	4,000 yen	TOEIC IP Test	VID Conf Rm, Bldg 125 Camp Zama	The Institute for International Business Communication, Tokyo, Japan	SF 182	24 Feb 10
	2 hours	2,835 yen	TOEIC Bridge (Introductory-Elementally)				

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18~19 Mar 10	2 days	Free	Cross-Cultural Understanding in the Workplace	Rm H103, Bldg102, Camp Zama	JESO, DHR, USAG-J	SF 182	17 Feb 10
1~2 Apr 10	2 days	Free	New Employee Orientation for MLC/IHA Employees	Rm H103, Bldg102, Camp Zama	JESO, DHR, USAG-J	SF 182	3 Mar 10
5 Apr~21 Jun 10/Mon (10 weeks/2-hour Class)		28,000 yen	Presentation Skills Course (TOEIC 730 and above)	Rm H103 Bldg 102 Camp Zama	Inter Group	SF182 and TOEIC Score Certification	26 Feb 10
7~9 Apr 10	3 days	Free	Professional Development for MLC/IHA Employees	Rm H103, Bldg102, Camp Zama	JESO, DHR, USAG-J	SF 182	3 Mar 10
15~16 Apr 10 (2 days/8-hour Class)		28,000 yen	2-day Intensive: Intorduction to Interpretation Course (TOEIC 800 and above)	Rm H103 Bldg 102 Camp Zama	Inter Group	SF182 and TOEIC Score Certification	26 Feb 10
20 Apr~3 Aug 10 /Tue (15 weeks/2 hour-Class)		42,000 yen	Introduction to Interpretation Course (TOEIC 800 and above)	Education Center, Camp Zama			12 Mar 10
23 Apr 10	1 day	Free	**Administration of MLC/IHA Employees	Rm H103, Bldg102, Camp Zama	JESO, DHR, USAG-J	SF 182	23 Mar 10
27 Apr~6 Jul 10/Tue (10 weeks/2-hour Class)		28,000 yen	International Affairs In English (TOEIC 800 and above)	Education Center, Camp Zama	Inter Group	SF182 and TOEIC Score Certification	19 Mar 10
28 Apr ~7 Jul 10/Wed (10 weeks/2-hour Class)		28,000 yen	Business Writing Intermediate (TOEIC 650~ 745)				
28 Apr ~ 7 Jul 10/Wed (10 weeks/2-hour Class)		28,000 yen	Business Writing Advanced (TOEIC 750 and Above)				
17~21 May 10	5 days	Free	Basic Supervisor Development Course	Rm H103, Bldg102, Camp Zama	JESO, DHR, USAG-J	SF 182	16 Apr 10
27~28 May 10	2 days	58,000 yen	Accountable Leadership	Rm H103, Bldg102, Camp Zama	American Management Assosiation	SF 182	5 Apr 10
3~4 Jun 10	2 days	Free	New Employee Orientation for MLC/IHA Employees	Rm H103, Bldg102, Camp Zama	JESO, DHR, USAG-J	SF 182	30 Apr 10
9~11 Jun 10	3 days	55,950 yen	The 7 Habbits of Highly Effective People	Rm H103, Bldg102, Camp Zama	Franklin Covey Japan Co., Ltd., Tokyo, Japan	SF 182	15 Apr 10
17~18 Jun 10	2 days	58,000 yen	Coaching Skills: A Strategic Tool for Effetive Leadership	Rm H103, Bldg102, Camp Zama	American Management Assosiation	SF 182	21 Apr 10
30 Jun~2 Jul 10	3 days	Free	Professional Development for MLC/IHA Employees	Rm H103, Bldg102, Camp Zama	JESO, DHR, USAG-J	SF 182	30 May 10

FY10 Training Schedule

Training and Career Development Branch, JESO, DHR, USAG-J, USAG-J, TEL 263-3281, FAX 263-7260

* JESO: Japanese Employment and Services Office

**The course for US supervisors who supervise MLC/IHA employees

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1~2 Jul 10 (2 days/8-hour Class)		28,000 yen	2-day Intensive: Intorduction to Interpretation Course (TOEIC 800 and above)	Rm H109 Bldg 102 Camp Zama	Inter Group	SF 182 and TOEIC Score Certification	28 May 10
7 Jul 10	3 hours	4,000 yen	TOEIC IP Test	VID Conf Rm, Bldg 125 Camp Zama	The Institute for International Business Communication, Tokyo, Japan	SF 182	10 Jun 10
	2 hours	2,835 yen	TOEIC Bridge (Introductory-Elementally)				
8~9 Jul 10	2 days	83,250 yen	Effective Workplace Mediation and Conflict Resolution	Rm H103, Bldg102, Camp Zama	American Management Assosiation	SF 182	21 May 10
8 Oct 10	1 days		Effective Workplace Mediation and Conflict Resolution -Follow up Session-				
15~16 Jul 10	2 days	58,000 yen	Effective Cross-Cultural Communication for Peak Performance	Rm H103, Bldg102, Camp Zama	American Management Assosiation	SF 182	28 May 10
4~6 Aug 10	3 days	Free	Advanced Supervisor Development Course	Rm H103, Bldg102, Camp Zama	JESO, DHR, USAG-J	SF 182	2 Jul 10
26~27 Aug 10	2 days	Free	Assertive Communication	Rm H103, Bldg102, Camp Zama	JESO, DHR, USAG-J	SF 182	30 Jul 10
30~31 Aug 10	2 days	58,000 yen	The Voice of Leadership: How Leaders Inspire, Influence and Achieve Results	Rm H103, Bldg102, Camp Zama	American Management Assosiation	SF 182	20 Jul 10
10 Sep 10	1 day	Free	**Administration of MLC/IHA Employees	Rm H103, Bldg102, Camp Zama	JESO, DHR, USAG-J	SF 182	9 Aug 10

The dates for the following Courses will be determined later

(Self-Development Training Courses etc.)

Course Date	Length	Tuition	Course Title	Location	Training Source	Rq Form	Deadline
TBD	1 day	Free	Basic Office Administration	Rm H103, Bldg102, Camp Zama	JESO, DHR, USAG-J	SF 182	TBD
TBD	2 days	Free	Team Dynamics Workshop	Rm H103, Bldg102, Camp Zama	JESO, DHR, USAG-J	SF 182	TBD

(Health Insurance Agency Programs)

Course Date	Length	Tuition	Course Title	Location	Training Source	Rq Form	Deadline
TBD	2 hours	Free	Prevention of Life Custom Diseases Workshop	Camp Zama/SGD/YND	Health Insurance Association	HQAJ 3793	TBD
TBD	2 hours	Free	Seminar on Mental Health				TBD